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ABSTRACT

Intended to provide a comprehensive system for the evaluation of a media specialist's total job performance, this three-part evaluation form is based on the St. Louis Community College's Faculty Evaluation System: Instructional Resources Faculty, August 1981. Designed for peer evaluation of media specialists, the first form includes a rating scale of five performance indicators and questions on which to focus when considering job performance. The second form allows for supervisory evaluation of media specialists through a 17-item rating scale. Finally, a team faculty evaluation form provides a seven-item scale. The forms cover such performance items as skills in communication, assisting others in the location of resource materials, development of materials, and teaching, as well as degree of cooperation, responsibility, subject knowledge, and consideration of fellow workers. (LMM)

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MEDIA SPECIALISTS EVALUATION SYSTEM

December 1983
Prepared by Carol Reese and Louise Marsen

Since its inception, Brookdale Community College has utilized various methods to evaluate the performance of the different areas of the institution. While many systems for the evaluation of classroom teaching have been developed, there seem to be very few evaluation systems which are designed to evaluate a media specialist's total performance. For this reason, we decided that it was necessary to develop our own system which took into account our varied responsibilities. Louise Marsen and I were chosen to develop the system.

A search of the literature turned up one report on an evaluation system for media specialists. This was St. Louis Community College's Faculty Evaluation System: Instructional Resources Faculty; August, 1981. We decided to use this report as a starting point, and by modifying some questions, eliminating others, and developing new ones for some of our unique responsibilities, we were able to develop a three-part evaluation system which met the requirements of all the media specialists.

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PEER EVALUATION OF MEDIA SPECIALISTS

Performance Indicators	Questions on which to Focus
1. Communicates information, whether verbal or written, in an organized manner.	a. Can provide answers to questions within a reasonable amount of time? b. Does individual share information gathered through the course of self-improvement, eg: seminars, reading, educational opportunities, etc.?

Very Low_____,_____,_____,_____,_____ Very High

Comments:

2. Welcomes questions, discussions, and suggestions for improvement of one's work.	a. Is the individual open to new and/or different ideas? b. Does individual participate?

Very Low_____,_____,_____,_____,_____ Very High

Comments:

3. Assists students, staff, and community members in the location and/or use of resource material.	a. Does individual willingly assist patrons as expeditiously as possible? b. Is individual aware of the LRC's capabilities and limitations? c. Is individual able to deal with all types of patrons?

Very Low_____,_____,_____,_____,_____ Very High

Comments:

Performance Indicators cont.	Questions on which to Focus
4. Is considerate of fellow workers and helpful to new members of the staff.	a. Is individual prompt in meeting appointments? b. Does individual consider other staff members when accepting other than LRC responsibilities?

Very Low_____, _____, _____, _____, _____ Very High

Comments:

5. Works cooperatively with fellow workers, acknowledging the concept of diverse techniques working toward a team effort for commonly shared goals.	a. Does individual accept the ideas and work techniques of co-workers? b. Is individual willing to share the limited opportunities for involvement in instructional and/or public relations activities of the College?

Very Low_____,_____,_____,_____,_____ Very High

Comments:

FORM FOR SUPERVISORY EVALUATION OF MEDIA SPECIALISTS

1. Demonstrates a working knowledge of LRC resources and community resources.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

2. Demonstrates an adequate knowledge of LRC policies and procedures in relationship to the College.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

3. Communicates information, whether verbal or written, in an organized manner.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

4. Works well with students.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

5. Welcomes questions, discussions, and suggestions for change as a means to possible improvement of service.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

6. Organizes and maintains appropriate system of communication and information sharing for both teams and colleagues.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

7. Completes assigned responsibilities as requested.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

8. Develops bibliographic and/or instructional materials to assist students and staff in attaining their instructional goals.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

9. Assists students, staff, and community members in the location and/or use of resource materials.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

10. Initiates and maintains communication with faculty for the purpose of the selection of resource materials and equipment.

    N/A_____, Very Low_____,_____,_____,_____,_____ Very High

11. Assists the director in the development of short and long-range department plans.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

12. Assists director by furnishing necessary information for the preparation of the budget where applicable.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

13. Keeps scheduled hours in service area.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

14. Assists by furnishing necessary information for the preparation of reference schedules.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

15. Attends department meetings and other college meetings when possible.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

16. Where applicable, instructs student assistants and other personnel assigned to areas of responsibility.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

17. Contributes to the work of one or more college committees where applicable.

N/A_____, Very Low_____,_____,_____,_____,_____ Very High

Comments:

TEAM FACULTY EVALUATION OF MEDIA SPECIALISTS

1. Initiates and maintains communication with faculty for the purpose of the selection of resource materials and equipment.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

   a. Does Media Specialist keep you informed regarding new materials in your field?

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

   b. Does Media Specialist respond quickly to requests for specific materials?

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

2. Explains the relationship of L.R.C. policies and procedures to curriculum development.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

3. Keeps team members informed regarding changes which might have an impact on them.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

4. Develops bibliographies, pathfinders, etc. to assist students and staff in attaining their instructional goals.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

5. Instructs students in the research process when requested.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

6. Attends team and other institute meetings when possible.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

7. Keeps convenient office hours.

   N/A_____, Very Low_____,_____,_____,_____,_____ Very High

Comments: